

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 3

January 14, 2000

**SUBJECT:** MISCELLANEOUS MANUAL AMENDMENTS

**PURPOSE:** This Order informs Department employees of certain additions and revisions to the Department Manual.

**PROCEDURE:**

I. **PHOTO DISPLAY FOLDER, FORM 15.50.6 - ACTIVATED.** The Photo Display Folder, Form 15.50.6, has been created to meet formatting changes made by the California Department of Motor Vehicles (DMV). The photo windows on the folder have been enlarged to accommodate the larger DMV photographs being provided to the Department. Photo Display Folder, Form 15.50.2, shall remain in use for other photos of a smaller size. This Order activates Photo Display Folder, Form 15.50.6, as a Department form and establishes a procedure for its use.

A. **PHOTO DISPLAY FOLDER, FORM 15.50.6 - ACTIVATED.** The Photo Display Folder, Form 15.50.6, is activated. This form consists of six 2¼ inch x 3¼ inch windows and may be used to hold and display mug shots during a photographic identification of a suspect.

B. **INVESTIGATING OFFICER'S RESPONSIBILITY.** Officers using the Photo Display Folder shall adhere to the Photographic Identification General Guidelines as indicated on the form and as described in Training Bulletin Volume XXVI, Issue 5, dated September, 1994.

**FORM AVAILABILITY:** The Photo Display Folder, Form 15.50.6, will be available for ordering from Supply Section, Fiscal Operation Division, in about 90 days.

**AMENDMENTS:** This Order adds Section 5/15.50.6 to the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Operations-Headquarters Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

II. **HATE CRIME/INCIDENT FIELD NOTEBOOK DIVIDER, FORM 18.44.0 - ACTIVATED.** Special Order No. 38, published on

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December 4, 1998, established a standardized protocol for the investigation of hate crimes and incidents. This Order activates the Hate Crime/Incident Field Notebook Divider, Form 18.44.0. This form will be used by personnel as a ready reference guide for investigating and reporting crimes and incidents motivated by hatred or prejudice.

**FORM AVAILABILITY:** The Hate Crime/Incident Field Notebook Divider, Form 18.44.0, will be available for ordering from Supply Section, Fiscal Operations Division, in about 90 days. It is attached for reference until it is available.

**AMENDMENTS:** This Order adds Section 5/18.44.0 to the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Detective Services Group, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

**III. CHARITABLE SERVICES SECTION FORMS - ACTIVATED.** During a 1996 reorganization, Commission Investigation Division (CID) absorbed a portion of the Department of Social Services and renamed it Charitable Services Section. As a result, several forms, which are used exclusively by Charitable Services Section, will be activated as Department forms. The purpose of this order is to establish form numbers for the following Charitable Services Section forms.


The following forms have been assigned 20 series form numbers. The use, completion and distribution of these forms will be determined by CID.

- 20.0 Information Card - Regular
- 20.01 Information Card - Endorsed Agency
- 20.02 Information Card - A
- 20.03 Information Card - Children
- 20.04 Notice of Intention to Solicit Charitable Contributions
- 20.05 Report of Results of Activity
- 20.06 Application for Endorsement
- 20.07 Re-endorsement Certificate
- 20.08 Application for Professional Fund-raiser's License
- 20.09 Application for Bingo License
- 20.10 Bingo - Gaming Income and Expense Statement

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- 20.11 Application for Senior Citizens' Bingo License
- 20.12 Senior Citizens' Income and Expense Statement
- 20.13 Application for Bingo Supplier License
- 20.14 Investigator's Monitoring Report
- 20.15 Bingo Rules and Regulations
- 20.16 Bingo Supplier
- 20.17 Bingo
- 20.18 Notice of Violation
- 20.19 Application for Solicitor License
- 20.20 Bingo Ordinance, Rules and Regulations, State Law Booklet
- 20.21 Charitable Solicitations Booklet

**AMENDMENTS:** The 20 series forms will be added to Volume Five of the Department Manual.

  
**BERNARD C. PARKS**  
Chief of Police

Attachments

DISTRIBUTION "A"